



Figure 493: The AutoCorrect dialog in Calc

Customizing the user interface

You can customize menus, toolbars, keyboard shortcuts, and the notebook bar; add new menus and toolbars; and assign macros to events.

Tip

Changes to menus and toolbars can be saved in a template. First, save the document that was open when these changes were made. Then, save that document as a template, as described in Chapter 4, *Using Styles and Templates*.

Menu content

You can add and rearrange menus on the Menu bar or context (right-click) menus; add, rearrange, and remove commands on menus; and make other changes.

To customize menus, choose **Tools > Customize** on the Menu bar. On the Customize dialog, go to the *Menus* tab (Figure 494) or the *Context Menus* tab. The following examples focus on the *Menus* tab but the *Context Menus* tab is similar in appearance and behavior.